

NOTICE

School Health and Related Services (SHARS)

Upload Detailed Documents in STAIRS

To assist in more expeditious audit reviews, HHSC SHARS encourages all districts to upload a copy of the following in their cost report's Upload Center if possible:

- **Scanned Transportation Logs**
- **Detailed Payroll, Benefits & Taxes** (previously done in Section 3.a. and Section 4.a. of the cost report)
- **Detailed Transportation Costs** (previously done in Section 4.d. of the cost report)

Please note, this will be a standard process for all future cost report cycles.

For questions, please call the SHARS helpline at (512) 730-7400 or email us at ra_shars@hhsc.state.tx.us.

For help with STAIRS, contact the Fairbanks Information Center at 888-321-1225 or info@fairbanksllc.com.